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23 January 1963

MEMORANDUM TO

SUBJECT : OTR Bulletin

DD/R # 153-63

ADM-6

This is a brief letter to inform you of some changes in the OTR BULLETIN, and to invite your cooperation in making it a more informative and useful publication.

Changes in the format will be obvious when you receive the first issue of the BULLETIN in 1963, hopefully at the end of this month. These changes were made in an effort to make the BULLETIN more attractive and readable.

Changes in the content of the BULLETIN are more important. We hope to make our magazine something more than the equivalent of a school bulletin board, limited to short news items and course information. This type of material will be retained, of course, to help you and other Agency employees keep informed about what is going on in OTR and about the many opportunities for training outside the Agency.

We hope, in addition, to be able to include in the BULLETIN other sections of interest both to those directly concerned with education and training and to other readers of the BULLETIN. We hope, for example, that each issue will offer several articles, either on methods of training or on the subject matter of training. A case in point: the forthcoming issue of the BULLETIN contains an article on how to run a meeting, excerpted from an AMA publication; an article on the Writing Workshop correspondence course, including a corrected student theme; and a rather lengthy outline of the career education awards of the National Institute of Public Affairs.

None of these hopes will be realized without the interest and encouragement of Training Officers and OTR Instructors. Specifically, may we ask you to consider the suggestions on the attached sheet? If you have ideas but no time or inclination to write for the BULLETIN, please give us a full outline and we will use it to prepare an article or notice.

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FOR THE REGISTRAR, OTR

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Here are our requests:

1. Your ideas--suggest topics you think would interest BULLETIN readers.
2. Give us articles--short, long, in-between--on new or old aspects of your field, its content or methodology, its aims, results, history, controversial aspects, definitions involved, your pet peeves or projects. A possibility might be all or part of one of your lectures, or a lecture of one of your guest speakers.
3. Furnish us with material from publications in your field which you believe would interest BULLETIN readers; better yet, send us short summaries of such articles or news items.
4. Review a recent book on a subject within the scope of the OTR BULLETIN.
5. Keep us up to date on events in your classes or other announcements you wish to make in the BULLETIN.
6. Photos, maps, charts, drawings are welcome.

Normally, the deadline for submission of material for the BULLETIN is the 12th of the month preceding each issue. For the three double issues, the deadline is the 15th of the first-named month.

January-February (15 Jan)
March (12 Feb)
April (12 Mar)
May (12 Apr)
June-July (15 June)

August-September (15 Aug)
October (12 Sept)
November (12 Oct)
December (12 Nov)

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[REDACTED] extension 5517, with news, questions, complaints, suggestions, offers to help.